



## Invoice Instructions

We are committed to paying our Suppliers accurately and on time. In order to process your invoices in a timely and accurate manner, we require the following guidelines to be followed. All Invoices should be addressed to Virgin Orbit, LLC.

### Invoice Content Requirements

Suppliers must prepare invoices containing the following information taken from the Virgin Orbit Buyer's Purchase Order:

<b>Purchase Order for Parts, Materials, and/or Equipment</b>	<ol style="list-style-type: none"> <li><b>1. Purchase Order Number</b></li> <li>2. PO Line Number</li> <li>3. PO Part Number</li> <li>4. Part Serial Number, if serialized</li> <li>5. Invoice Date</li> <li>6. Invoice Number</li> <li>7. Date Prepared</li> <li>8. Buyer Name</li> <li>9. Description of the product or service exactly as it appears on the Virgin Orbit PO</li> <li>10. Unit of Measure</li> <li>11. Unit Price</li> <li>12. Item Quantity</li> <li>13. Sales or Use Tax Amount and Tax Rate (if applicable)</li> <li>14. Total amount due</li> <li>15. Payment Terms</li> <li>16. Supplier phone number and Remittance Address</li> <li>17. Email address where we can contact you if there are issues with the invoice.</li> </ol>
<b>Purchases for Services</b>	<ol style="list-style-type: none"> <li><b>1. Purchase Order Number</b></li> <li>2. Invoice Number</li> <li>3. Invoice Date</li> </ol>

	<ol style="list-style-type: none"> <li>4. Payment Terms</li> <li>5. Buyer Name</li> <li>6. Date range of services rendered</li> <li>7. Description of the service exactly as it appears on the Virgin Orbit Statement of Work (SOW)</li> <li>8. Hours worked, if applicable</li> <li>9. Sales or Use Tax Amount and Tax Rate (if applicable)</li> <li>10. Total amount due</li> <li>11. Payment Terms per the contract</li> <li>12. Receipts for all reimbursable items, if applicable</li> <li>13. If downloadable software was provided, invoice must include License/ Product keys</li> <li>14. Email address where we can contact you if there are issues with the invoice.</li> </ol>
<p><b>Credit Memo Guidelines for Return to Vendor Transactions</b></p>	<ol style="list-style-type: none"> <li>1. Send a credit memo upon receipt of returned item</li> <li>2. Send an invoice for replacements, upon shipment</li> <li>3. If the item is rework, clearly State "REWORK" in the description</li> <li>4. Reference original Invoice number</li> <li>5. Include the RMA # for the Virgin Orbit returned item</li> <li>6. Tracking information (courier used and ID) for the returned part</li> <li>7. PO Number must be referenced on Third Party Shipping Documents.</li> </ol>

**Preferred Submittal Method (Email)**

- Invoices should be emailed to [accounting@virginorbit.com](mailto:accounting@virginorbit.com)
- No invoice shall be issued prior to completion of services or shipment of products.
- Invoices are to be attached as PDF files and one PDF is to contain one invoice. Sending invoices in any other format is not allowed and will not be processed.
- The first page of the attachment should be the first page of the invoice.
- PDF pages must be letter (8.5x11) or A4.
- There can be multiple PDF invoices included in one email and each of the PDF files will be processed as one invoice. Only one PO per invoice should be used.
- Please do not send invoices via US Mail, please email all invoices to [accounting@virginorbit.com](mailto:accounting@virginorbit.com)
- Invoices sent to the Purchase requestor or the Buyer will not be processed and will result in delayed payment.

## **Supplier Invoices not following the guidelines outlined above will be rejected (Or delayed)**

Virgin Orbit will make payment in accordance with agreed upon terms. We greatly appreciate your cooperation in adhering to these requirements as it will help us process your invoices faster. Any exception to these rules will result in invoice rejection or delayed payment as well as additional communication and coordination between our companies.

The following examples lead to delays:

- Sending the same invoice multiple times.
- Sending an invoice to an email address **other than** [accounting@virginorbit.com](mailto:accounting@virginorbit.com)
- Faxing or mailing an invoice. The invoice needs to be emailed.
- Not including a PO Number and/or Buyer Name on the invoice
- Invoices without a PO number cannot be matched to goods receipts or routed for approval.

## **Preferred Method of Payment**

Virgin Orbit prefers to pay Suppliers electronically via the ACH (Automated Clearing House) payment system. Please provide your company's banking instructions and remittance advice email address.

## **We are here to help you.**

For general Accounts Payable questions, contact Virgin Orbit Accounts Payable at [accounting@virginorbit.com](mailto:accounting@virginorbit.com).

For Purchase Order concerns regarding contract terms or pricing, please contact [l1SupplyChain@VirginOrbit.com](mailto:l1SupplyChain@VirginOrbit.com).

You can also contact Patricia Yancey, AP Supervisor [patricia.yancey@virginorbit.com](mailto:patricia.yancey@virginorbit.com)